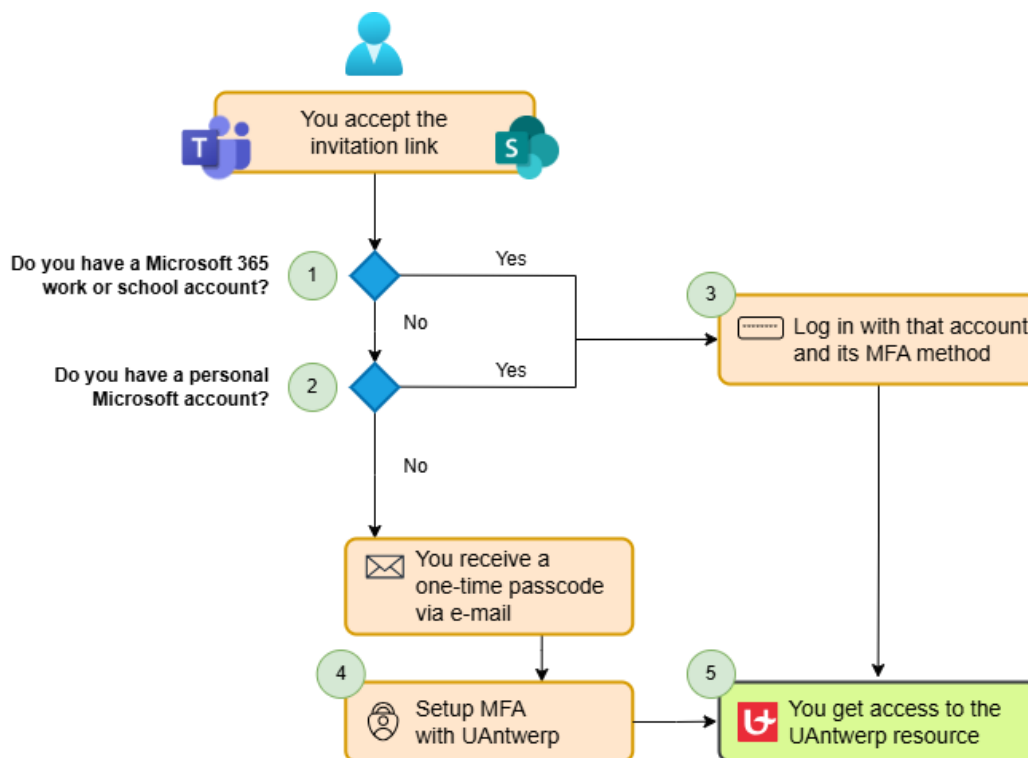
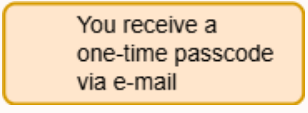
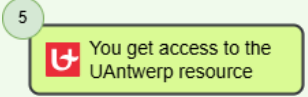


External collaboration via Microsoft 365

Using Microsoft 365, you can collaborate both internally and externally on UAntwerpen data. Did you, as an external party, receive an invitation message for access to a UAntwerpen resource? (a team, site, app or specific data) If so, you can start working with it as follows:



	In the invitation e-mail you received from a UAntwerpen staff member, you can find a link to accept the invitation to collaborate. Click on this link.
Depending on the account behind the e-mail address you are invited to, there are now 2 options:	
Do you have a Microsoft 365 work or school account? 1	If you have your own work or school account linked to the e-mail address used in the invitation, you can use that account to sign in.
Do you have a personal Microsoft account? 2	If you have a personal Microsoft account for the e-mail address used in the invitation, you can use that account to log in.
3 Log in with that account and its MFA method	If you can answer 'YES' to 1 or 2, you can log in with your own work, school or Microsoft account. In doing so, you also use your own multi-factor authentication (MFA) method. Don't have an MFA yet? Then you will be asked to set it up*.

	On the other hand, if you do not have your own work, school or Microsoft account, you will receive an 8-digit verification code or one-time passcode (OTP) at the e-mail address you were invited with. Copy this code into the required field to log in.
	When you log in with an OTP, you will need to register an MFA method once* on your UAntwerpen guest account. After that, you can use it on every login where necessary.
	After logging in with either your own work, school or Microsoft account, or after using the OTP, you will be directed to the relevant UAntwerpen resource for collaboration.

* You can read how to do that at: <https://aka.ms/mfa>